

Riverview Psychiatric Center

Executive Leadership
Date: March 23, 2005

Committee Members Present:

- √ David Proffitt, Superintendent
- √ William Nelson, Medical Director
- √ Arlene Emery-Kaufman, Director of Nursing
- Bob Patenaude, Safety Director

J. Morrill, Deputy Superintendant

- √ Lauret Crommett, Director, Education & CPI
- Lucia Nadeau, Personnel Officer
- √ Leon Beulieu, Business Manager

Guests: Tina Libby, BJ Sylvester Pellett

Minute Recorder: Charlotte Lalime

Next Meeting: April 6, 2005

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Minutes of February 23, 2005 reviewed by members.	Minutes approved	C. Lalime
Superintendent's Report	D. Proffitt requests that Charlotte send a memo to L. Nadeau requesting that she email Executive Leadership members with recommendations on ways to secure Psychologists' salary enhancement .	L. Nadeau to send a memo to ELC members.	C. Lalime L. Nadeau
Initiative	D. Proffitt offers initiative for this group. Review contracted dollars and try to realistically identify \$300,000 for community services.	Review of contracted dollars.	Executive Leadership
	D. Proffitt requests support from ELC to unit staff. He asks that ongoing times be scheduled for leadership to spend on units in a mentoring role. David added that he has spoken to Dr. Mayo and ascertained that the treatment team psychologist is already involved in this mentoring role. D. Proffitt also adds that his expectation is that a scheduled ongoing time be established Friday of this week. Some issues of discussions could be: current happenings, what are challenges, and how to establish a therapeutic environment.	Charlotte will send memo requesting schedule for mentoring times.	Executive Leadership

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	<p>The Oversight Comm. on Criminal Justice toured hospital unexpectedly yesterday. This tour was prompted by some of our staff who have issued complaints stating that we are treating an inappropriate clientele.</p> <p>David states that there are still a few pockets of staff that seem unclear as to the work we do and why we are here and need to be reminded that we work in a privileged field, caring mentally ill clients.</p> <p>D. Proffitt reports that as soon as the CD compliance report is completed by Bruce Emery and is submitted, he will distribute to managers. The plaintiff's have 20 days to review this plan.</p>	<p>Informational</p> <p>Noted</p> <p>David asks managers to review plan and to ignore completion dates listed.</p>	
Budget Report	Salaries as of the 3/16/05 payroll are in the black overall surplus by \$376,032 , the distribution is as follows: Match Surplus \$60,186 and Dispro Surplus is \$315,846 dollars. This estimate includes an additional \$14,175 cost for per diem increases for PA's and Psychologist as negotiated by MGT & Union. The All Other shortfall is \$84,521 and we are currently looking for ways to eliminate it for FY2005.	Informational	L. Beaulieu
Safety Report	No report.		
CPI			
Treatment Planning	T. Libby distributed a draft for the model for the mall for member review/discussion.	T. Libby will collect the average mall attendance for Mr. Proffitt.	T. Libby
Medical Staff	Dr. Nelson review of weekend and holiday have a medical evaluation with a medical doc within 30 minutes of arrival reflecting		

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	<p>a 90% compliance rate for Oct, Nov, and Dec 04.</p> <p>Will critique the quality of the PE from now on.</p>		
Clinical Risk Management	<p>Regarding prohibitive abbreviations –B. Sylvester Pellett is hopeful that the revised Dsr. Order Sheet, with prohibitive abbreviations listed on the bottom, will help decrease medication errors. The Medication Error Subcommittee will be monitoring this information. BJ states that we are reporting med errors at the national average. A Performance Improvement Team will be formed to review potentially serious medication errors.</p>	J. Morrill to write procedure that says when data is ready for distribution.	J. Morrill
Performance Improvement	<p>L. Crommett reports that she is collecting each department's quality plan and has met with all department heads. Will end up with a more realistic plan – has asked that they get these into her by the 21st.</p> <p>Our next visit fro DHHS is scheduled for April 29th.</p> <p>Submitted our JCAHO Plan of Correction.</p>	<p>Quality plans are to be submitted to Lauret by the 21st.</p> <p>Informational</p> <p>Informational</p>	L. Crommett
HR	No report.		
Nursing Report	Deferred		
Other Business			
Meeting adjourned at 11:30			

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